



**DIVISION OF PLANNING AND PERMITTING**  
**FREDERICK COUNTY, MARYLAND**  
*Department of Permits and Inspections*

30 North Market Street • Frederick, Maryland 21701  
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**PERMIT APPLICATION SUBMITTAL CHECKLIST FOR:**  
**FINISH BASEMENT**

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**ATTACHMENT (C)**

**THIS LIST IS BEING PROVIDED TO HELP ASSIST YOU IN THE PLAN REVIEW PROCESS.  
IN SOME CASES FURTHER INFORMATION MAY BE REQUIRED TO COMPLETE THE  
REVIEW OF YOUR PLANS.**

All plans should be to scale. Indicate what the scale is. (Graph paper is great for this.)

Plans should include the entire basement floor plan, not just the new area under construction. **2 sets of floor plans are required showing the following:**

- ☐ All Rooms should be labeled indicating the room's use. Also, if there are any existing areas finished, then show location and use.
- ☐ Show location of existing doors and windows.
- ☐ Show means of egress.
- ☐ Dimensions of the rooms and hallways need to be shown on plans.
- ☐ Show stair location with down arrow.
- ☐ Identify any unfinished storage area.
- ☐ If applicable show accessible storage area under stairs with door.
- ☐ Mechanical area needs to be shown with type of mechanical system.
- ☐ Show location of any smoke detectors. Also provide power source for smoke detectors.
- ☐ Any wet bar areas with counter, refrigerator and dishwasher etc. Will need to be shown and labeled.
- ☐ Call out the type of building materials to be used on wall, ceiling and floors
- ☐ Indicate insulation R-Value of walls and ceiling.

**Applicant must provide all information listed above on plans in order for the plans to be acceptable.**